

512.91 (h) Debt Collection Letter

VIA CERTIFIED MAIL: RETURN RECEIPT REQUESTED

DATE

(Name and address of participant)

Dear (participant name):

We have discovered an error in the \$_____ payment you recently received on (program) Contract No. _____, resulting in a \$_____ overpayment to you. Under Contract Item Number _____, you were erroneously approved for payment. (Add an explanation for the overpayment of this item.)

If you wish to make an immediate payment of the amount due, please make your check payable to the “USDA–NRCS,” referencing the above contract number on your check. Please be sure that it is received in our office within thirty (30) days of your receipt of this letter. You will receive no additional billings from this office.

If after 30 days of your receipt of this letter you have not made payment as described above, collection of the overpayment will be turned over to the USDA National Finance Center (NFC). NFC will then issue you a “Bill of Collection” in the amount of \$_____. This is the standard automated billing utilized by NFC for collections. Your remittance, made payable to the “U.S. Department of Agriculture,” should include the Debtor Number and Bill Number identified on the “Bill of Collection” to ensure that your payment is applied to the correct account. Also, your payment must be mailed to the address specified on the “Bill for Collection.”

Please Note: Under debt collection procedures, all bills not paid within 30 days of the billing date will accrue interest. It is best, therefore, to process this payment in a timely manner. If you have any questions regarding the matter, please call _____, Designated Conservationist, at (____) _____.

Sincerely,

Name
State Contracting Officer

cc: Designated Conservationist
State Financial Manager